REGIONAL
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LANGUAGE
OFFICE

U.S. EMBASSY, UKRAINE

U.S. DEPARTMENT of STATE
ENGLISH
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VIRTUAL ENGLISH LANGUAGE EDUCATOR PROGRAM

ⓥ *Virtual Educator*

The Public Affairs Section of the U.S. Embassy in Kyiv is accepting applications from Ukrainian universities of higher learning that would like to host Virtual English Language Educators (VE). VE is the former Virtual English Language Fellow (VELF) program. Selected host institutions must be able to provide professional and logistical support to the VE's projects. Institutions that fulfill all requirements listed in the request form are welcome to apply. The application deadline is **July 11, 2022.**

The Virtual English Language Educator Program offers highly qualified U.S. educators in the field of Teaching English to Speakers of Other Languages (TESOL) a unique and completely online opportunity to support English language learning around the world, participate in public diplomacy, and build mutual connections. Virtual Educators are U.S. educators who hold an advanced degree (a minimum of a Master's degree in TESOL or a related field) and have substantial teaching experience. They serve as virtual English as Foreign Language (EFL) teachers and may teach up to 10 classroom hours a week.

Allowable projects include:
- Direct teaching of online university/tertiary level courses;
- Teacher training and support;
- Virtual conference and webinar presentations;
- Conversation clubs and U.S. culture activities;
- English for Specific Purposes (ESP) courses;
- Online course facilitation with the Online Professional English Network (OPEN).

Virtual Educators cannot do direct teaching of primary or secondary school classes, but they can work with primary or secondary school teachers.

Typical Virtual EL Educator projects include teaching EFL, English for Specific Purposes (ESP) or American Studies. In addition, VEs may participate in or organize related activities such as developing materials and lesson plans, conducting workshops and seminars for teachers or English language conversation/discussion club for students, and activities at Window on America Centers at public libraries to discuss topics related to teaching English and American Culture.

For more information about this program, please contact the Public Affairs Section at the U.S. Embassy KyivRELO@state.gov and visit https://elprograms.org/ for additional program information.

The **Host Institution** should demonstrate ability to provide adequate professional and logistical support to VE's project, including:
- Provide pre-project preparation including email communication about the expected VE's

teaching content and schedule;

- Participate in an orientation virtual call with the VE before the project start;
- Assist with professional and work-related issues throughout the year;
- Monitor students' attendance to ensure high level of participation in the VE's classes;
- Work closely with U.S. Embassy on an ongoing basis to ensure the VE project as expected and provide reports.

Please send in your completed **Virtual EL Educator Request Form** and a **Letter of Support** from university administration to the U.S. Embassy Public Affairs Section at the following email addresses: KyivRELO@state.gov.

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VIRTUAL ENGLISH LANGUAGE EDUCATOR REQUEST FORM

BACKGROUND INFORMATION:
I. Contact information.
Name of host institution:
City:
Name of Rector:
Telephone numbers:
University web site address:

Name of the Department that would like to host a Virtual EL Educator:
Name of Head of the Department:
Telephone numbers of the Department Head: Work_____Mobile _____
E-mail address: _____

I. Brief history of your institution, including fields of specializations and the number of students and faculty members.
The description of the host institution will be provided to potential Virtual Educators.

II. Description of the department(s) where VE will be assigned

1. How many teachers in your department?

2. How many students in your department?

3. What are the fields of specialization at your department?

III. Focus Areas for VE Project:

1. Select at least one and no more than two focus areas for this VE project. These must apply to the Educator's Primary Duties:

☐ 4 Skills, Grammar, and Vocabulary

☐ American Culture, Studies, and/or Literature

☐ Content-based Instruction

☐ English for Academic Purposes (EAP)

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- ☐ English for Specific Purposes (ESP)
- ☐ Instructional Technology (CALL)
- ☐ Materials Development
- ☐ Syllabus Design
- ☐ Teacher Training
- ☐ Other? Please list. (e.g., related to Assessment, Writing, Pronunciation, EL Methodology)

2. Why chosen project's Focus Areas are priority for your institution? Please provide more details:

IV. Scope of VE Responsibilities.
Primary duties can include university teaching and teacher training. Virtual EL Educator duties do not exceed 10 direct teaching hours per week for primary and secondary duties.

Description of Primary Duties and the course(s) VE will be requested to teach:

1. Title(s) of the course(s) or activities (no more than two courses per semester):
a)

b)

2. Number of hours per week per each course:
a)
b)

3. Audience:
a)
b)

4. Description of the course(s) (please provide a description/goals of each course that Virtual EL Educator will be requested to teach).

5. Secondary Duties.
Secondary duties can include Teacher Training/Professional Development (teachers' organizations, supporting the English Access Microscholarship Program through professional development for English teachers or enhancement activities with students), American Culture/Studies/Literature (English clubs), and Community Outreach (supporting American Spaces through quality programs). These are optional.

a) Will VE be requested to conduct professional development courses for teachers?

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Yes_____   No_____

If yes, how often will they be offered? Which topics?

b) Will VE be assigned any other secondary duties?

Yes_____   No_____

If yes, please describe including number of hours/week and audience:

V. Country or Cultural Considerations
a) Share cultural insights (ex: local customs, etiquette, attire, acceptable virtual conduct and social interactions, etc.) relevant to this VE project:

b) What platforms are used for daily/personal communication (e.g. email, WhatsApp, etc.)?

c) What teaching platforms (LMS, Google Meet vs. Zoom, other) are most commonly used by your institution?

VI. ASSIGNMENT:

1. Beginning and ending dates of academic terms:

2. Dates of semester break:

3. Preferred start date and end date for Virtual EL Educator:

_____

Name of the person who completed the application form.

Title _____   **Date**_____

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